20 March 1956

MEMORANDUM FOR: Colonel White

SUBJECT

: Training Support Services Personnel in Cable Writing Techniques

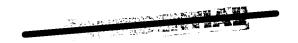
1. The following is a status report regarding the matter of a special program for training Support services personnel in cable writing techniques.

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Cable Secretary, and
Chief, Signal Genter, for the purpose of ascertaining
common deficiencies and errors in cables prepared within the Support
services so that training provided would be of maximum effectiveness.
Both
expressed the opinion that the cables
originated within the Support services are rather uniformly of high
quality and that only very rarely do they receive a cable which
evidences poor draftmanship. It seems from this that we have little
or no need to teach Support services personnel how to compose economical
cable messages.

- 3. Considering the entire matter of efficiency in cable communications, there are two other areas where additional skill and understanding seem desirable. These are: first, when to use cable communication as distinguished from other methods, and second, the matter of curtailing the number of cable addressees by effecting distribution of messages to "Information Only" addressees by methods other than cable. With regard to the former, the governing rule will always be the matter of the time deadline for delivery of the message. With regard to the latter, there is a whole complex of factors having to do with the capabilities, limitations, standard techniques and methodologies of electronic communication. Since these latter factors are hardly known by most persons who must originate, coordinate on release cables, they can hardly apply good judgment in particular cases.
- 4. I have not been able to be in touch with the OTR instructor who is putting together the  $3\frac{1}{2}$  hours for the DD/P since he has been ill for several days. I have learned that the DD/P program will be handled



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| 25X1A9A            | principally by guidance as to what kinds of operational situations really merit cable traffic in preference to pouch, while will be offering 25X1 orientation in the various other factors which effect cable economy; i.e., the matter of abbreviations, use of foreign language phrases, unnecessary information addressees, etc.                                                                                                                                                                     | A9A  |
| 25X1A9A            | personnel with the same kind of orientation he will be furnishing ID/P personnel, and is willing to do it either on a econom group basis (as in the case of ID/P), or office by office. Guidance as to the kinds of operational support situations which warrant use of cable communication should be provided by someone of reasonable stature in the Support services;                                                                                                                                | ļ    |
| 25X1A9A<br>25X1A9A | that is to say, someone who would enjoy in the Support services a stature comparable to that of in the Clandestine Services.  If we can rely on we have no real need to give instruction in cable drafting but we could require that Support services personnel undertaking this training prepare for the undertaking by reading once more the Cable Handbook This would serve also as a basis for those participating to formulate questions which would be answered by those conducting the training. |      |
|                    | 6. At the present time, I favor offering this training to each of the Support services separately. This would permit bringing together at one time personnel originating, coordinating and releasing cables on any given topic, e.g., Logistics, and should encourage a very effective training situation. I am not yet certain of the number of persons who would be involved in each of the components but estimate that no component would have so many as to preclude this approach.                |      |
|                    | 7. I will welcome your thoughts on this and would like an opportunity to discuss the matter with you before taking further action.                                                                                                                                                                                                                                                                                                                                                                      |      |
|                    | <u>  15 </u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 25X1 |
|                    | SA/DDS/JER:epr Distribution:  1 - DD/S Chrono  1 - DD/S Subject  1 - JER                                                                                                                                                                                                                                                                                                                                                                                                                                |      |

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